



THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

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MEMORANDUM FOR DISTRIBUTION

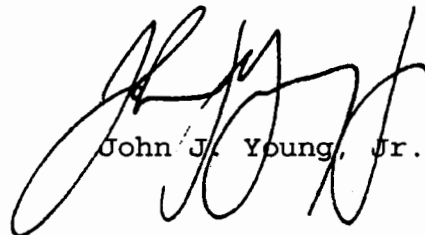
Subj: CLARIFICATION OF REQUIRED SIGNATURES ON ACQUISITION
DOCUMENTATION

Ref: (a) ASN(RD&A) Memo of March 17, 2000
(b) SECNAV Instruction 5000.2B of December 6, 1996

Many acquisition category I and II acquisition documents such as the Acquisition Program Baselines (APBs) are forwarded to the program's appropriate resource sponsor (i.e., N6/N7, N4, DCS(Aviation, DCS(P&O)), as well as FMB, N8 or DCS(P&R) for chop prior to forwarding to ASN(RD&A). To all of our frustration, these documents frequently take many months to work their way through this chop process. I intend to expedite this process as part of our overall effort to improve the efficiency and effectiveness of the acquisition and material establishments.

Effective this date, all acquisition documentation that originates from the acquisition community will be forwarded to applicable offices concurrently. My office will collate the individual signature sheets from each of these offices, to ensure that the appropriate concurrences have been received. I have set a 30 calendar day time limit from the date the documents are forwarded to complete the chop process. Concurrence will be assumed after 30 days unless a specific non-concurrence has been forwarded. This revised policy will further help to ensure timely notification of program changes, enhance program stability, and provide the programs firm, expedient direction.

This new requirement will be reflected in the next update of reference (b).



John J. Young, Jr.